

Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed) (trading as Ridgeback Services Bodies and Trade Service Body) (‘the Company’)

Creditors and suppliers – Frequently Asked Questions 5 December 2018 – version 1

Craig Shepard and Bryan Webster of KordaMentha Restructuring were appointed Voluntary Administrators of Actco-Pickering Metal Industries Pty Ltd (trading as Ridgeback Services Bodies and Trade Service Body) on 5 December 2018. The Company’s business ceased to trade immediately following the appointment.

For your reference, the Liquidators have provided the following responses to Frequently Asked Questions from creditors and suppliers.

General

1. Who is KordaMentha?

KordaMentha is an investment and advisory firm. KordaMentha Restructuring works with companies in financial distress – to restructure and to stabilise the business or to recover value on behalf of stakeholders.

2. What is a Voluntary Administration?

A Voluntary Administration is a process where the directors of a company determine that the company is or is likely to become insolvent and appoints an external administrator. The external administrator assumes executive control and undertakes a comprehensive review to determine the future of the company.

3. What happened to the Company?

On 5 December 2018, Craig Shepard and Bryan Webster of KordaMentha were appointed Voluntary Administrators of Actco-Pickering Metal Industries Pty Ltd (trading as Ridgeback Services Bodies and Trade Service Body)

4. Will there be a change to the entity’s ABN or name?

The Company’s ABN will remain unchanged.

The Company’s name has changed to include the suffix ‘**(Administrators Appointed)**’.

5. Is the Company continuing to trade?

No, the Administrators determined that it was in the best interests of the creditors that the Actco-Pickering Metal Industries Pty Ltd cease to trade effective immediately.

6. Who is my best point of contact?

For queries, please contact KordaMentha at actcopickering@kordamentha.com or via telephone on +61 3 8623 3349.

Alternatively, for all other updates, please visit the KordaMentha website at <http://www.kordamentha.com/Creditors>.

Creditors

1. What meetings of creditors have been held?

The First Meeting of Creditors for the Company will be held on 17 December 2018.

2. How will I be informed of any future developments of the Administrators?

The Administrators will continue to provide updates in relation to the Administration via post, email and online via the Creditor information page on the KordaMentha website: <http://www.kordamentha.com/Creditors>

3. How do I submit a proof of debt and what information should I provide?

A Proof of Debt should be lodged for any amounts outstanding to you as at the date of Administration (5 December 2018). Please attach sufficient documentation to evidence your claim. This includes outstanding invoices, contracts, delivery dockets and account statements. The Proof of Debt and supporting documentation should be returned to KordaMentha via email at actcopickering@kordamentha.com

4. Can I offset monies owed to the Company with outstanding monies owed by a related party to the Company to me?

All goods and services supplied by the Company must be paid for in full without deducting or setting off any monies owed by related parties to the Company.

Suppliers

1. Where do I send invoices to for goods delivered but not yet invoiced?

Please send any outstanding invoices, together with a completed Proof of Debt form to

Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed)
C/- KordaMentha
GPO Box 2985
Melbourne VIC 3001

2. I am owed money. Can I come and collect my goods?

Anything on-site as at the date of the Administrators' appointment, which is not covered by a valid PPSR registration, is deemed to be the property of the Company.

Anyone with a PPSR registration will be contacted by the Liquidators' separately in due course. Alternatively, if you have a query in relation to a potential PPSR claim, please email actcopickering@kordamentha.com.

3. I have a retention of title clause on my invoice. How do I submit a claim and/or retrieve the goods supplied to the Company under retention of title?

For a retention of title to be valid against the Administrators, it must be registered on the PPSR register. If you believe you have a valid retention of title claim, please email actcopickering@kordamentha.com. Your claim should include evidence of your PPSR registration and copies of any related invoices/statements.

Please refer to the document titled 'Creditors and suppliers – Frequently asked questions' file and other information on [KordaMentha's website](#) for further information in relation to the Liquidations.

If you have any additional queries, please contact KordaMentha at actcopickering@kordamentha.com or on +61 3 8623 3349.